

# CRITICAL MATERIAL SUPPLIER QUALITY AND FLOWDOWN REQUIREMENTS

## 1. INTRODUCTION

Space Science Services, LLC. (SSS) recognizes the very important role our Suppliers have in the value we offer our customers. As an extension of our own operations, we rely on our Suppliers contributions to provide material, products, and services which meet all of the requirements of SSS contracts, applicable specifications, and the quality management requirements outlined herein.

## 2. PURPOSE

This procedure defines supplier requirements and SSS expectations.

## 3. SCOPE

This procedure applies to all SSS Suppliers.

## 4. REFERENCES ISO9001, AS9100, FAA Part 145

## 5. DEFINITIONS

ITAR	International Traffic in Arms Regulations
QMS	Quality Management System
QMSR	Quality Management System Representative
Supplier	In this document could also mean Subcontractor

## 6. REQUIREMENTS

### 6.1 Quality System

The supplier shall provide manufactured **product** or **service** under a Quality Management System. Preference shall be given to suppliers who have a QMS certified to ISO9001, AS9100, and/or FAA Part 145 quality standards.

The suppliers that provide **calibration** service are required to have a Quality Management System certified to ISO/IEC17025 quality standard and provide a calibration certificate that meets NIST.

Suppliers to use customer-designated or approved external providers, including process sources (e.g., special processes); when required by SSS or by SSS's customer. Suppliers will use customer specified sources.

### 6.2 Quality Requirements

Refer to SSS, Purchase Order for the processes, products, and services to be provided including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions).

The supplier shall manufacture **product** or provide a **service** to the applicable drawings, specifications, standards stipulated on the purchase order or as stated in other supply agreements.

Each shipment must be accompanied by one legible copy of a statement of conformance unless otherwise noted in the Purchase order. A certificate of conformance (C of C), supplied with the shipment must provide at a minimum: supplier name, part number, purchase order number, quantity of parts, engineering revision, serial numbers (if applicable), and title and name of authorized supplier representative.

As per the requirements of AS9100, supplier is responsible for the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement.

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### 6.3 Inspection and Testing

All suppliers are required to include inspection and testing processes as part of their Quality Management System that shall be commensurate with the complexity and reliability of the **product** or **service** to be supplied. Typically, the inspection and test processes would include the following:

- *Receiving Inspection*
- *In-process Inspection (or operator self- evaluation)*
- *Final Inspection*
- *Testing*
- *First Article Inspection*

If required, the supplier may be asked to provide details of the inspections or tests performed, or to use a SSS approved Inspection Test Plan.

### 6.4 Personnel Qualification

The Supplier shall ensure personnel performing work under this Purchase Order, are qualified to perform the functions required to produce the desired results. This would include any specific training and/or certifications as described within the applicable specifications related to this order.

### 6.5 Foreign Object Debris

The supplier shall implement cleanliness standards during manufacture to minimize the risk of Foreign Object Debris (FOD). The product shall be cleaned where applicable during production and at the end of production to remove any FOD.

### 6.6 Traceability of Parts & Material

The supplier shall maintain the traceability of parts and materials by lot number / batch number etc.

### 6.7 Control of Drawings & Specifications

The supplier shall ensure that the drawings and specification are the relevant revision status specified on the Purchase Order. The supplier shall comply with any special requirements requested by SSS regarding the control of drawings and specification i.e. ITAR compliance.

In addition to the other requirements recorded within this document, suppliers shall hold all information received from SSS in confidence and no third-party request for information will be authorized unless approved, in writing, by SSS.

### 6.8 Control of Non-Conforming Product, Process or Services

SSS will not accept supplier product that does not meet Purchase Order requirements. Supplier product discovered after shipment by the supplier to be nonconforming shall be immediately disclosed to SSS, Inc upon discovery, including but not limited to quantity shipped, date shipped, and the extent of the nonconformance. Suppliers that receive notification of nonconforming product shall take appropriate action to contain the nonconforming condition and prevent it from occurring again. The supplier shall identify, segregate and determine the disposition of nonconforming **product** and advise SSS within 24 hours.

### 6.9 Concessions / Change Requests

If required, the supplier may submit concession to accept non-conforming **product**. The supplier can request a change to the design.

### 6.10 Packaging & Labelling

The supplier shall pack the **product** in a manner to avoid delivery damage. Electrostatic sensitive product shall be pack in an ESD protective bag.

The supplier shall mark the **product** and packaging so that it clearly can be identified.

The supplier shall comply with any special packaging & labelling requirements requested by SSS.

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### 6.11 Release Documentation

The supplier shall provide a Certificate of Conformance or a release tag for **product** that has passed final inspection and is ready for dispatch.

### 6.12 Calibration of IM&TE

All Inspection Measuring & Test Equipment used by the supplier during in-process and final inspection to make a compliance evaluation shall be calibrated to the national standard.

### 6.13 Shelf Life Control

The supplier shall only use shelf life parts / materials within the expiry date to manufacture the **product**.

### 6.14 Restriction of Hazardous Substances (RoHS)

The supplier shall comply with RoHS requirement and limit the content of hazardous substances (lead, mercury, cadmium, hexavalent chromium, and certain halide-containing flame-retardants).

### 6.15 Counterfeit / Suspect Parts

The supplier shall not use or supply counterfeit / suspect parts identified as a copy or substitute part whose material, performance, or characteristics are knowingly misrepresented.

When applicable, the supplier shall certify that only new and authentic materials are used in products or goods delivered to SSS and that the products/goods delivered contain no Counterfeit Parts. The supplier shall only purchase authentic parts/components directly from the OEMs/OCMs or through the OEM's/OCM's authorized or franchised distribution chain. The supplier shall not purchase parts/components from Independent Distributors unless it has prior written approval by SSS.

### 6.16 Records

Unless otherwise specified on the Purchase Order, the latest specification revision in effect at the time the lot of raw material/parts was originally manufactured or processed shall apply. In the event a document has been superseded, the latest revision of the superseding document shall apply. All certifications, test reports, and inspection reports, as well as receiving inspection, in-process inspection, final inspection, and calibration records shall be retained for a minimum of seven (7) years, unless otherwise specified by SSS. These records will be made available to SSS for review upon request.

### 6.17 Environment

The supplier shall consider protection of the environment when manufacturing the **product** or providing a **service** and consider the use green processes.

### 6.18 Safety Management

The supplier shall advise SSS if the supplier considers the **product** or **service** will impose a safety risk to the public.

### 6.19 Supplier Sub-Contractors

Supplier sub-tier contractors shall be approved by SSS if the supplier has determined they do not hold an ISO accreditation applicable to their product and/or service. Also, all suppliers shall flow down all quality requirements listed in this document to the sub-tier contractors.

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### 6.20 Audits

The supplier shall conduct internal audits to ensure processes are being complied with. The supplier may be subject to an audit by SSS on an annual basis. The supplier shall allow SSS 3<sup>rd</sup> party auditors onsite to conduct audits.

### 6.21 Communication

The supplier shall communicate with SSS to discuss issues or problems with the manufacture of the **product** and nonconforming **product**. The supplier shall advise SSS regarding non-conforming **product** within 24 hours.

Supplier will notify SSS of any change in ownership, management, or location and are subject to re-survey and approval.

Supplier will notify SSS of any product or process changes or changes in approval status that affect SSS product and are subject to re-survey and approval.

SSS welcomes any other communication with the supplier regarding delivery, accounting, and product or process improvement.

### 6.22 Supplier Approval and Performance / Assessment

New suppliers shall be evaluated prior to the placement of a purchase order or contract. Suppliers who successfully complete initial evaluation, consistently meet the criteria and maintain AS9100 or ISO9001 approval will be re-evaluated annually for continuity and continuous improvement.

Suppliers who do not maintain either an acceptable quality rating or approval, will not be eligible to supply SSS services.

No purchases are to be made from the noncompliant supplier until an investigation and subsequent re-evaluation of the supplier is conducted by the QSMR and satisfactory results are achieved.

Once the investigation and subsequent re-evaluation are complete, the QSMR will enter the finding into the appropriate section of the Approved Supplier Log using the appropriate Supplier Evaluation and Re-Evaluation Form and a copy of any completed SCAR. If the supplier is approved, they may be used, if disapproved again, they may not be used.

Should SSS, in the case of a disapproved potential supplier, desire to pursue a purchasing relationship with the supplier, the QSMR will contact the supplier to determine if any remedies are available that would bring the supplier into compliance with SSS requirements.

### 6.23 Export Controlled

This data / item may be subject to the International Traffic in Arms Regulation (ITAR) or the Export Administration Regulation (EAR) pursuant to 22 CFR Part 120-130 and 15 CFR Parts 730-774 respectively. Transfer of this data by any means to a Non-US Person without the proper U.S. Government authorization is strictly prohibited. A violation of the ITAR or EAR may be subject to a penalty of up to 10 years imprisonment and a fine of \$100,000 under U.S.C. 2778 or Section 2410 of the Export Administration Act of 1979.

### 6.24 Code of Conduct

Suppliers and business partners shall comply to the "Supplier Code of Conduct" found on the SSS website.

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### 6.25 Ethics and Business Conduct

Supplier must be committed to the highest standards of ethics and business conduct. Supplier must comply with the law, honor commitments, act in good faith, and be accountable. Supplier must strive to maintain full compliance with all laws and regulations applicable to the operation of the business and customer relationships. Supplier must not offer, promise, authorize, or provide, directly or indirectly, anything of value (including business gifts or courtesies) with the intent or effect of inducing anyone to engage in unfair business practices. Supplier will avoid involvement in activities that may be perceived as a conflict-of-interest. Supplier will respect the legitimate proprietary rights and intellectual property rights of customers and suppliers and take proper care to protect sensitive information, including confidential, proprietary and personal information.

Supplier will support product safety by ensuring robust management of special requirements, critical items and key characteristics. If there are concerns with respect to product safety, supplier will communicate them to SSS if there is a concern at the suppliers' premises with respect to safety during the manufacture of the product, supplier will notify its own employees of the concern and whenever possible, mitigate the concern.

Supplier will ensure that employees and people working on its behalf are aware of:

- Their contribution to product or service conformity
- Their contribution to product safety
- The importance of ethical behavior